

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Revision to MBO on Personnel Management

FROM:

P&PS *abc*

EXTENSION

NO.

DATE

13 December 1982

STAT  
STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/P&amp;PS

Dec 13

*DM*

2.

D/L

*OK*

15 Dec

*Dr*

3.

*@/P&PS**2-*

4.

5.

*EV*

6.

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15.

P&TS has submitted the revision at Attachment A to the Career Development portion of their MBO on Personnel Management. The old milestone activities are contained at Attachment B.

If you do not object, I will use the revised milestones for quarterly reporting to the DDA.

STAT

1  
A

Office: OL/P&TS  
 Objective Statement: Comprehensive Review of Personnel Management  
 Responsible Officer:                       
 Significant Funding Amount: \$            FY             
 Quarter Ending:           

O — Scheduled  
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Career Development</u>  Formalize a professional development program for selected high-potential Logistics careerists:  1. Canvass OL Division and Staff Chiefs to identify:  a. Training that is essential for a professional whose career is in that Division/Staff's specialty.  b. Training that is considered extremely useful for a high-potential Logistics careerist whose assignments in OL may be outside his particular specialty.  2. Conduct a study and prepare a paper on the feasibility of providing cross training for high-potential logistics careerists. The study should determine the parameters of the following:  a. Occupational categories and evaluation of employees to be cross trained  b. What formal and on-the-job training is to be given and when  (Continued)												

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 Significant Funding Amount: \$\_\_\_\_\_ FY\_\_\_\_\_  
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 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Career Development (Continued)												
c. Who is responsible for administering this program									O			
3. Hold discussions with the management in the Divisions/Staffs that may have participants to ensure understanding and acceptance of the program and all its operating details. Obtain Division/Staff concurrence and Director of Logistics approval of the program.											O	
4. Implement the program if it is determined to be feasible and is accepted.												O

ATTACHMENT  
B

Office: OL/P&amp;TS

Objective Statement: Comprehensive Review of Personnel Management

Responsible Officer: \_\_\_\_\_

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Quarter Ending: \_\_\_\_\_

O - Scheduled

X - Actual

25X1

- 2 -

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
<u>Career Development</u>  Establish a Logistics Professional Development Program for all OL entrants:  1. Canvass OL division and staff chiefs on training required in each specialty.  2. Design a training program to cover all OL components with emphasis on the specialty to which the entrant will be assigned.  3. Implement the program.		O				O		O				

SECRET

SECRET 7